

GENERAL DEFINITION OF WORK:

Performs responsible unskilled work in the care and cleaning of buildings and facilities; does related work as required. Work is performed under regular supervision. Position is considered essential personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Cleaning and maintaining buildings and facilities; requesting supplies.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Sweeps, mops, vacuums, buffs, etc. assigned areas; shampoos carpets; strips and waxes floors.
- Removes trash from buildings and surrounding outside areas.
- Cleans windows and glass doors.
- Cleans floors, walls, lavatories, fixtures, toilets, etc.; refills bathroom supplies.
- Performs minor maintenance such as replacing light bulbs and fixtures and repairing restroom dispensers, etc.
- Sets up facilities for special events.
- Requests supplies; ensures inventory is adequate to perform duties; stores equipment and cleaning supplies.
- Locks and unlocks buildings, gates and other areas.
- Assists with moving materials and furniture; assembles equipment and furniture.
- Performs general landscaping duties.
- Assists with snow removal and ice control.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Some knowledge of building cleaning practices, supplies, and equipment and ability to use them economically and efficiently; ability to understand oral and written directions; ability to read and write; physical ability to perform heavy manual work; ability to work independently; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to completion of High School.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside environmental conditions, vibration, hazards, and atmospheric conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.